

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-16 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 20 December 2006

LAST DATE FOR FILING APPLICATION IS: 10 January 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
()	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **DYS0701 ST1**

PROJECT TITLE: **New DYS Northeast Regional Center**

PROJECT LOCATION: **Middleton**

AWARDING AGENCY: **DCAM**

APPROPRIATION SOURCE: **4000-2011, Ch. 245 of 2002**

AVAILABLE AMOUNT: **\$100,000**

ESTIMATED CONSTRUCTION COST: **\$22,000,000**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

(<input checked="" type="checkbox"/>)	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<u>200,000</u>	dollars
(<input checked="" type="checkbox"/>)	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	<u>8</u>	per cent

IMMEDIATE SERVICES AUTHORIZED:

(☒) CERTIFIABLE BUILDING STUDY
() OTHER:

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

(☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER:

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE:

Chapter 245 of 2002: For planning and studies, the preparation of plans and specifications, construction, renovation, reconstruction, improvement, demolition, expansion, repair, including furnishings and equipment, and related administrative expenses at executive office of health and human services agencies . . .

GENERAL SCOPE OF WORK



Middleton Colony

Existing Facility

New Regional Center will be located at the site of DYS's NFI Shelter Care program at the Middleton Colony. The 40-acre facility was originally a nine-building farm colony for Danvers State Hospital. Two of the buildings, which are as much as 110 years old, have been demolished, and six others, including the power plant, are vacant and will be removed by the spring of 2007.

The DYS will continue to operate staff offices and programs in the remaining building, but the children currently living in Shelter Care there will be relocated to temporary modular units nearby until a new facility is ready.

Utilities to the remaining building will be maintained; abandoned utility lines, slabs, and foundations below a depth of 3' will left in place, and their locations will be documented by the contractor.

Proposed Regional Center

The new Regional Center will house the offices of the newly formed DYS Northeast Region and two secure units, one for revocation and one for pre-trial detention. The *Regional Office* is anticipated to include office and support space for the Director and a staff of 17-21, conference space, training space, and a computer lab. The *Pre-trial/Revocation Program* will include sixteen pre-trial and sixteen revocation beds; interview, property, search, clothing issue, and laundry rooms and clinical space; and transport and holding areas.

Design Goals

The design of DYS Youth Services Centers must create successful treatment environments for young people that are durable, low maintenance, and hardware-secure. The design of the new facility must reach these goals in the layout and design of spaces, management and movement of service groups, and selection and specification of materials, finishes, and

hardware.

Building Information Modeling

DCAM encourages use of Building Information Modeling (BIM) in the study, design, and construction phases of its projects, and will authorize development of a building information model as an extra service if the selected Designer has that capability.

Study Tasks and Products

As determined by the Work Plan, which must be completed and approved by DCAM before any other tasks are undertaken. They are anticipated to include:

▪ Work Plan Development, Approval, and Notification to Proceed:

Administrative Conference

Scoping Workshop with DCAM and DYS

Draft Work Plan with tasks, products, delivery and lump sum schedule of payment

Final Work Plan DCAM approval and Notification to Proceed

Products: Administrative Conference meeting memo and revisions, draft and final Work Plans

▪ Data Gathering: Document existing conditions as required by the project and including but not limited to

- Political/jurisdictional boundaries, ownership, leases, easements, & rights of way
- Relevant context, including existing and proposed jurisdictions, parcels, projects and adjacent uses
- Soils, topography, and geotechnical conditions
- Location and capacity of existing utility systems, supplies and suppliers, including any water supply issues
- Buried tunnels, foundations, and active and abandoned utility lines
- Vegetation and farmland
- Rare and endangered species
- Hazardous materials
- Environmental review status and scope for proposed project

Products: Existing Conditions Technical Memorandum including a summary narrative and drawing and detailed narratives, photographs and drawings as required to describe and illustrate each condition, with technical appendices

Note: The Memorandum will be based as far as possible on the Design team's visual inspection of the site and on information, drawings, and data from DCAM and other available sources, and is included in the lump sum fee.

Reimbursement for any additional services or products required to complete the memorandum will be as specified in the Designer's contract and must be requested from and authorized by DCAM in advance.

▪ Program Development:

- Review and summarize all applicable codes and permits relevant to the project
- Document and summarize design standards and regulations applicable to proposed uses
- Perform programming workshops and interviews attended by DYS and DCAM staff
- Develop draft building program table and site narrative scope
- Develop preliminary cost model for proposed program
- Assist DCAM and DYS to evaluate cost alternatives and establish project scope and budget
- Document preferred program

Products: Codes and Standards Memorandum, Cost Model, Preferred Program Table and Narrative

▪ Concept Development:

- Develop preliminary site and building floor plans and sketch alternatives satisfying the preferred program and meeting project budget for DCAM review
- Present conceptual drawings and plans of preferred options to, and evaluate and their costs and benefits for DYS and DCAM

Products: Conceptual sketches, drawings, and evaluation narrative, including

▪ Preferred Option

- Develop pre-schematic building space plans and site plans for the preferred concept
- Develop narratives describing all architectural and MEP systems and site and civil work
- Complete draft final Cost Estimate
- Present preferred option at Global Workshop

- Complete draft Room Data Sheets for all programmed spaces for review by DYS and DCAM
- Complete draft Implementation Plan and project schedule for review by DYS and DCAM

Products: Pre-schematic plans, systems narratives, Global Workshop presentation and record, draft Room Data Sheets, draft Implementation Plan and Schedule

▪ Study Report

- Complete final Cost Estimate
- Submit draft Study Report documenting study process and conclusions and incorporating any comments received on previous products
- Submit final Study Report incorporating final DCAM and DYS comments

Products: Draft and Final Study Report

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services–Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

Design Contract

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer's Services, or its successor, without revisions or modifications.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

PMAS

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

Workshops

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Sustainable Design

This project must meet the minimum standards for sustainable design established by A&F Bulletin 12 (http://www.mass.gov/envir/Sustainable/pdf/anf_administrativebulletin12.pdf). DCAM has also set a goal of LEED Silver (<http://www.usgbc.org/>) for this project, and the final study must include an analysis of the potential LEED Silver Certification per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, including detailed cost estimates, will identify and recommend energy efficient alternatives and the use of resources efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. However, if DCAM determines that LEED certification will be pursued, the certification process will be considered an extra service in the design and construction phase of the project.

Universal Design

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board (http://www.mass.gov/aab/aab_regs.htm), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic

circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

Environmental and other supplemental services

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

Building Commissioning

DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CM at Risk

The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance with the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

- | | |
|--|---|
| 1. Architect (as prime) | 5. Electrical Engineer |
| 2. Programmer (youth detention) | 6. Structural Engineer |
| 3. Site Planner | 7. Civil Engineer |
| 4. Mechanical Engineer (HVAC, plumbing, fire protection) | 8. Cost Estimator (independent consultant required) |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

- | | |
|--|---|
| 1. Planning and design of secure detention facilities of comparable size | 3. Desirable: ability to use BIM tools during the study, design and construction phases of the project. |
| 2. Master planning, site selection and design in environmentally sensitive areas | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

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Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.